



June 8th



Intro/Care and Feeding/Survey

LGI

Mark & Kristin

All HS Faculty

Survey Link: **<http://tinyurl.com/33m52f>**

11:45 to
12:45

Network
Room: E101
Mark
Soc. Stud.
World Lang
Computers
Business Ed.

Network
Room: E100
Kristin
Lang Arts
Art
Tech Ed.
Fitness

12:50
to 1:30

Applications
Room: E103
Dave Mont
Science
Spec. Ed.
FCS

Applications
Room: E102
Pete V.
Math
Guidance
Nurse
Music

Applications
Room: E101
Dave Mont
Soc. Stud.
World Lang
Computers
Business Ed.

Applications
Room: E100
Pete V.
Lang Arts
Art
Tech Ed.
Fitness

1:35 to
2:15

Network
Room: E103
Mark
Science
Spec. Ed.
FCS

Network
Room: E102
Kristin
Math
Guidance
Nurse
Music

Who Goes Where.....Page 2

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How to Create Folders.....Pages 14-15

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**Social Studies, World Languages,
Computers, & Business Ed.
ROOM E101**

Jonathan Bauer
Dell'Elmo, Stephanie
Falco, Paul
Griffith, Michael
Helenski, Edward
Kilbride, Candice
Kozol, Stephen
Larkin, Ryan
Savini-Bevenour, Maria
Skatz, Melanie
Sweeney, Joseph
Toto, Melissa

Diehl, Brian
Irish, Ellen
Satterfield, Pamela
Sharp, Jennifer
Skonier, Jeff
Swartz, Neena
Varges-Clarke, Ana
Delpo, Paul

**English, Art, Tech Ed., & Fitness
ROOM E100**

Darnell, Jason
Darnell, Rachel
Ebersole, Laura
Gallis, Carole
Ginsberg, Ellen
Oren, Kim
Sharon Nardelli
Reiger, Jen
Schurtz, Thomas
Valaitis, Vincent
Williams, Jennifer
Wolset, Nicole

Bishop, Megan
Burns, Lisa
Fox, Andrea
Patton, Scott

Toto, Andrew
Yanocha, Angie
Dodds, Thomas
Karkoska, Francis
Morris, Patricia
Stroman, Denise

**Science, FCS, & Spec. Ed.
ROOM E103**

Bugenhagen, Jeff
Cox, Scott
Cross, Kelly
Daniels, Charles
Green, Matthew
Jaskowiak, Catherine
Kushner, Jeff
Werner, Michael
Lynda Newhart

Bacchi, Cheryl
Brooks, Janice
Egan, Eileen
Heck, Brian
Lindsay, Edward
McCaffery, Amy
Naulty, Alfred
Piazza, Philip
Wright, Dawn
Clifton, Leslie
Rosen, Shirley

**Math, Guidance, Nurse, & Music
ROOM E102**

Jane Callaghan
Baxter, James III
Collins, Matthew
Conlen, Danielle
Craig, Carolyn
Funsten, Anthony
Giuffrida, Barbara
Heinz, Joseph
Helenski, Susan
McPhillips, Millie
Moser, Marie
Schneider, Katie
Brower, Patricia
Enters, Erik
Gordon, Sheri
Greenstein, Deborah
Jackson, Kim

Washington, Iris
Helmetag, Diana
Horoho, Brian
Washam, Donald
Pileggi, Christie

Care and Feeding

Ports on side/cd slot/battery bottom/charging/clean screen
External drives/ CD's
Open lid and hinge, no button
Login
Stickies
Finder Basics, Views, jelly beans, Finder Tool bar, shortcuts
Doc add and remove, why doc, Minimize
sleep shutdown
Desktop/ Trash/ Empty trash, Move things to trash
Create Folders
Multiple windows, dragging between windows
Where to go for help
Survey

Mark
Kristin

Network

Local home folders, how things get in there
Server H drive and moving docs to the laptop
Using H drive for backup
Spotlight
Internet connection/ wireless/ signal strength
email, webbased

Mark
Kristin
Jason
Ryan

Apps

System Prefs
Appearance, Desktop/SS, Dock, Energy Waster,
Keyboard/Mouse, Print and Fax, Sound
Security, local level
Security Preference (Screensaver Password)
Sleeping/shut down/ resart
Apps, Brief Overview
Keyboard Shortcuts (just a few)
Word/PP, Saving files/Open files Palate

Dave
Pete

Macbook Information

Your Macbook will be re-imaged at the beginning of the school year with updated software. We will work with you to back-up and save anything you do on it over the summer.

The Macbooks are setup to be the same across all teachers. Please do not add any software to the Macbook.

If you find software that you will need or would like to try please speak to Mark or Kristin.

How-to sheets are included in the packet to connect to your home printer and home network.

You will be able to project from your Macbooks and use your Smartboard software. Video Dongle adapters have been ordered for all teachers.

Additional training will be forthcoming as we move ahead, input on training topics is always appreciated.

Please see page 22 in regards to cleaning the Macbook.

I NEED HELP!

Email Help

Help requests during the summer months can be emailed to help@umasd.org. Please keep in mind that due to our busy summer schedule requests may not be answered immediately. We would rather not take phone call requests during the summer.

Stop By

We will be stationed in the HS LGI room from 8:00am to 11:00am on June 28th, July 18th, and August 8th to help with any questions you may have. These questions may range from how to use an Application to a specific technical issue. Or you may just want to stop by and see our smiling faces.

*Please note these dates and times are voluntary and flex/exchange/pay is not part of the deal.

Try Online Help

There are various online help sites. Apple's support site is one option. They also have a Mac 101 portion.

<http://www.apple.com/support/mac101/>

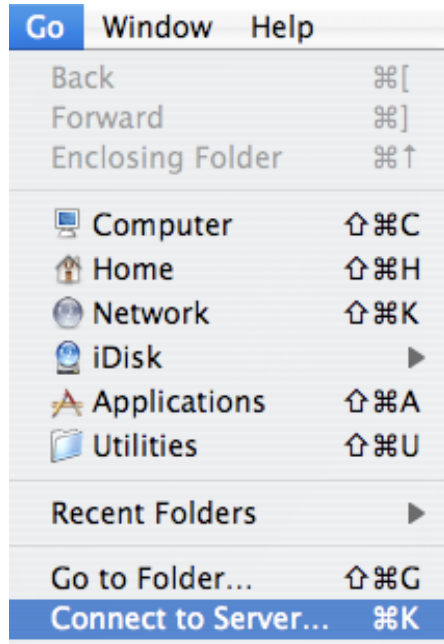
also

<http://umihelp.wikispaces.com/>

Next Week

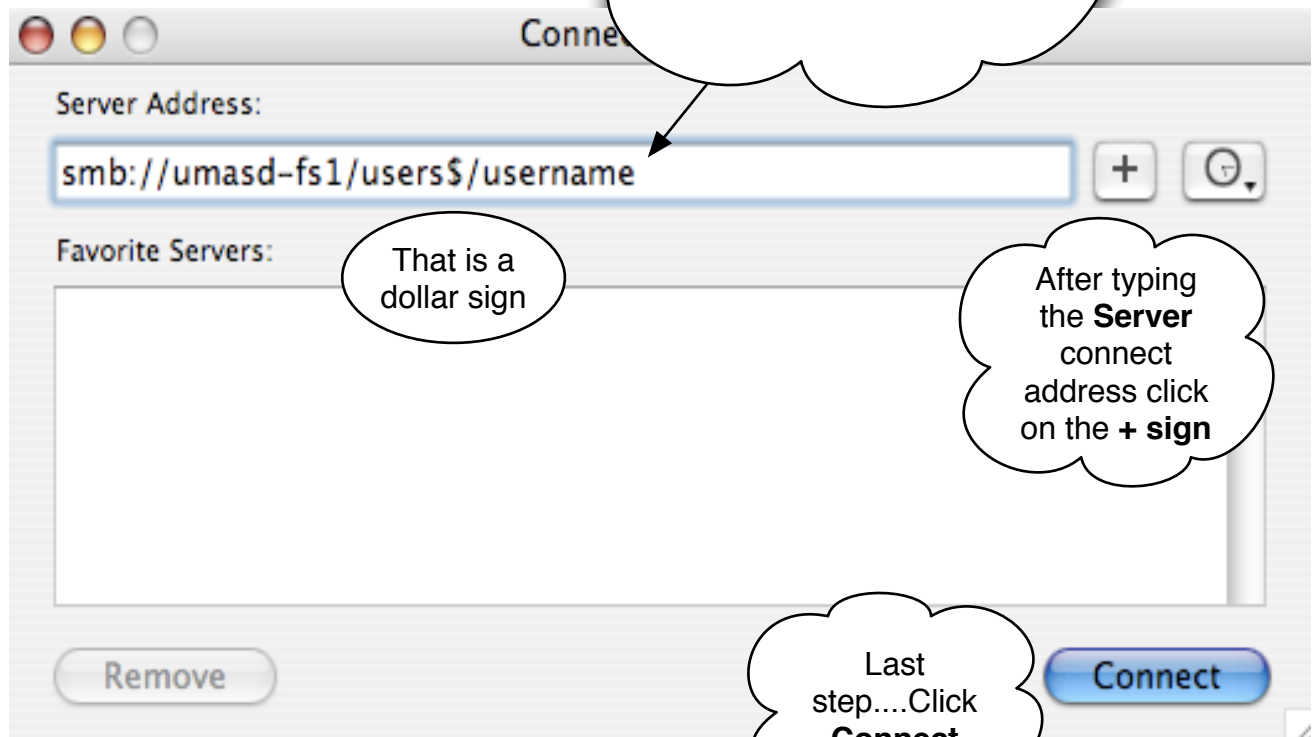
Dave, Pete, and Kristin will be available mornings during final exams for follow-up help.

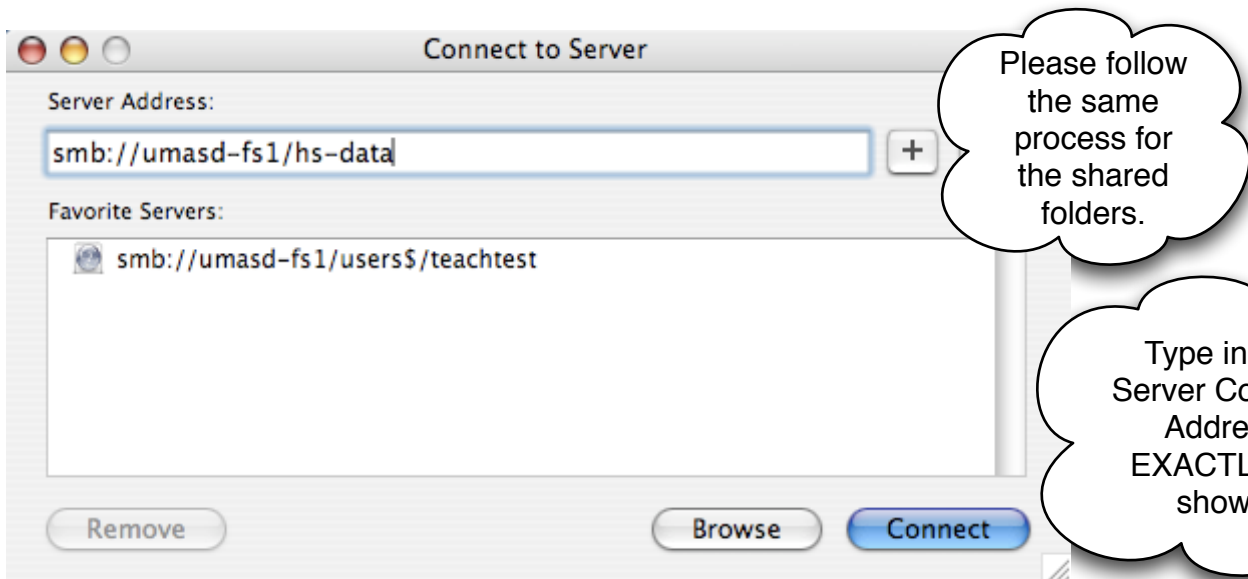
Connecting to your "H" Drive and Shared Folders



Under the **Go** Menu Choose-
Connect to Server....

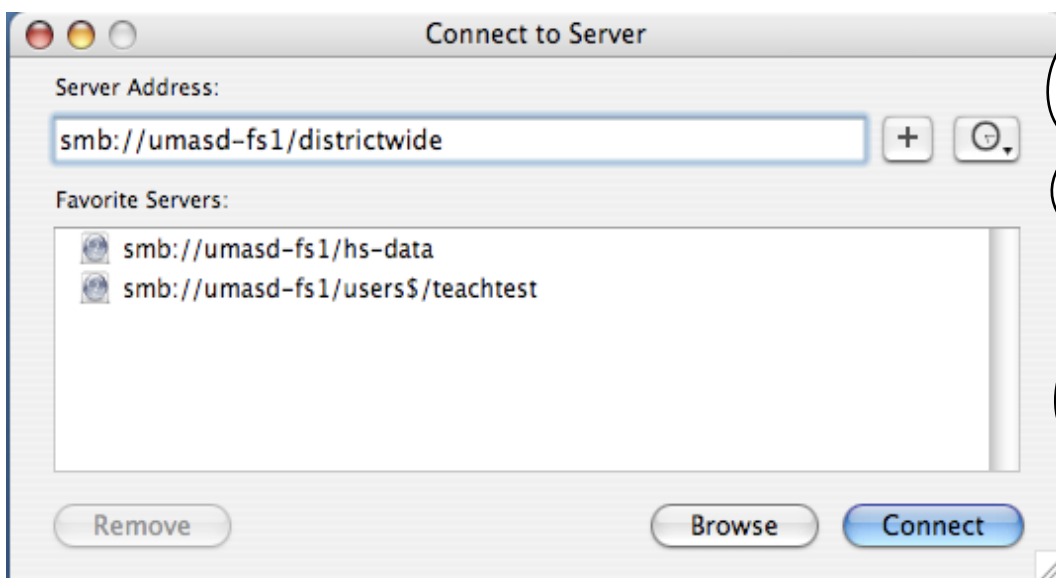
In the Server Address field type the following **exactly** as shown, type in **your username** for the username





1

Type in the Server Connect Address EXACTLY as shown

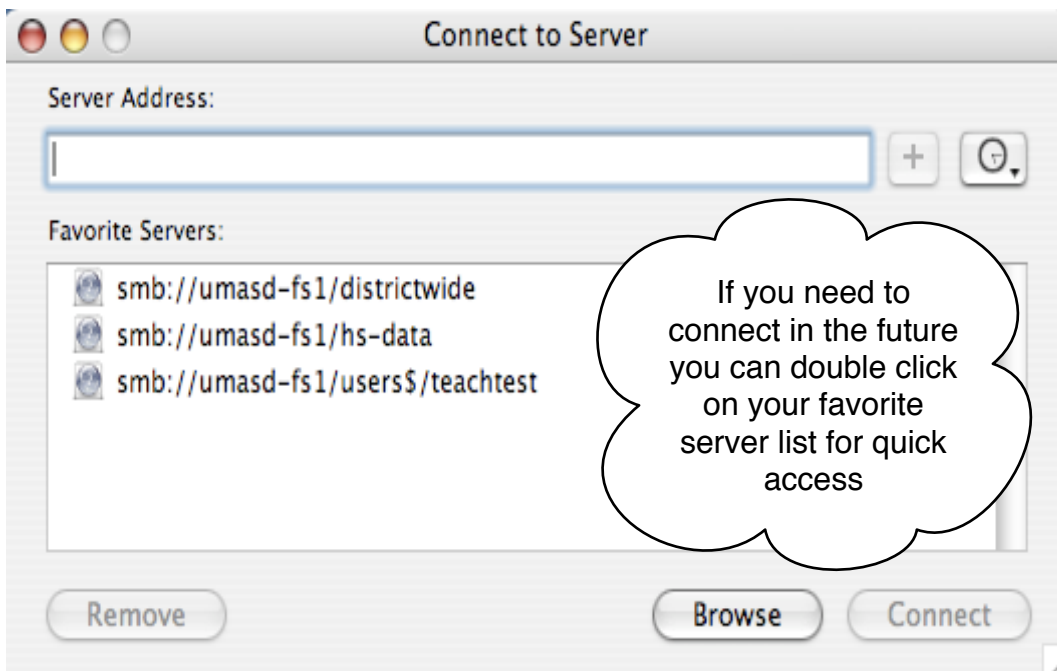


2

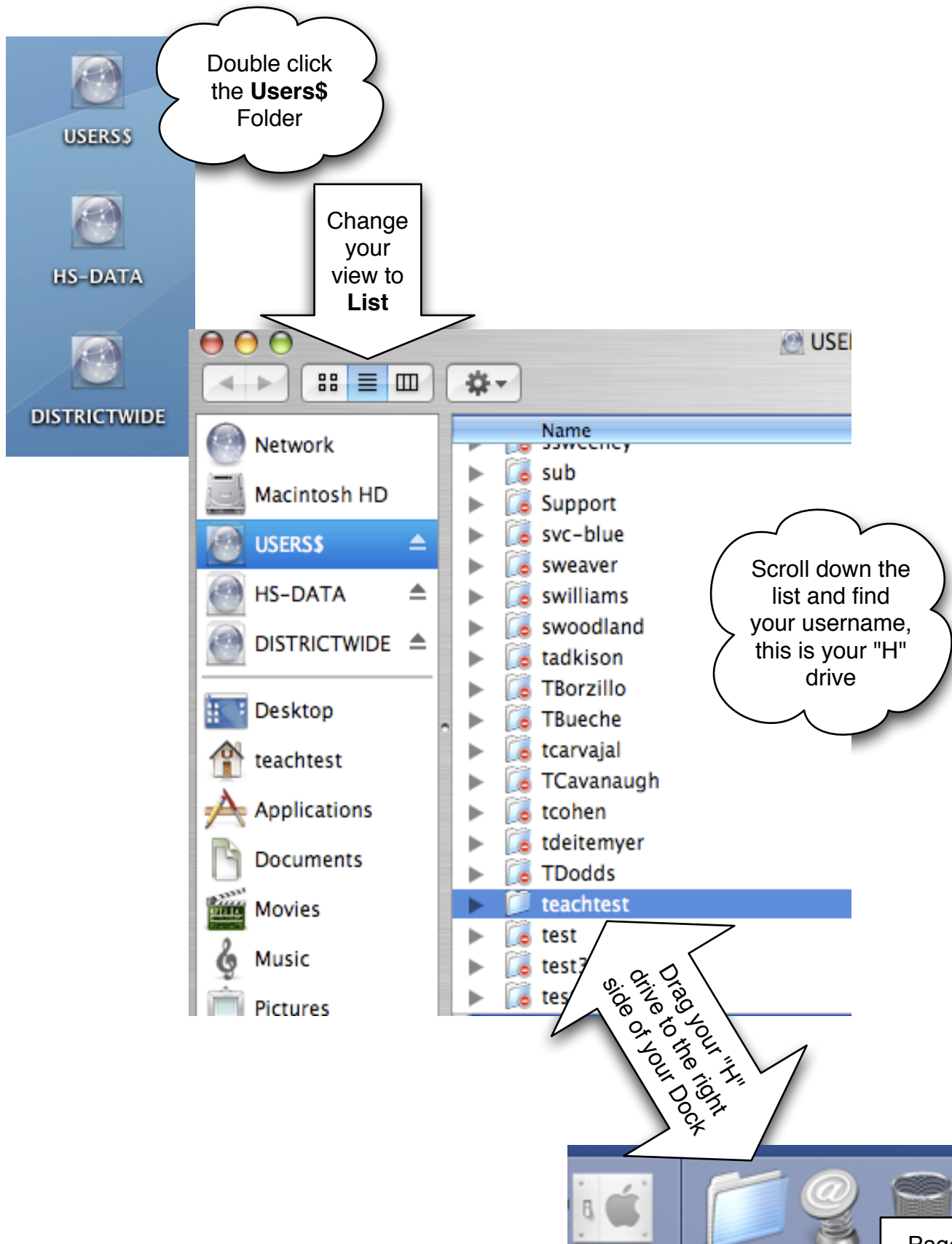
Click on the + sign after typing the address

3

Click on **Connect** to mount the server shares

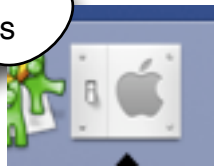


Adding a Server Folder Shortcut to Your Dock

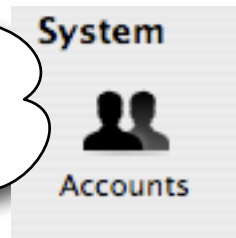


Adding Your Server Folders to Your Login Items

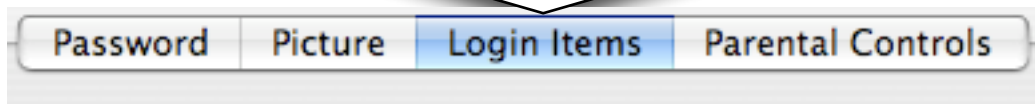
Open the
System
Preferences



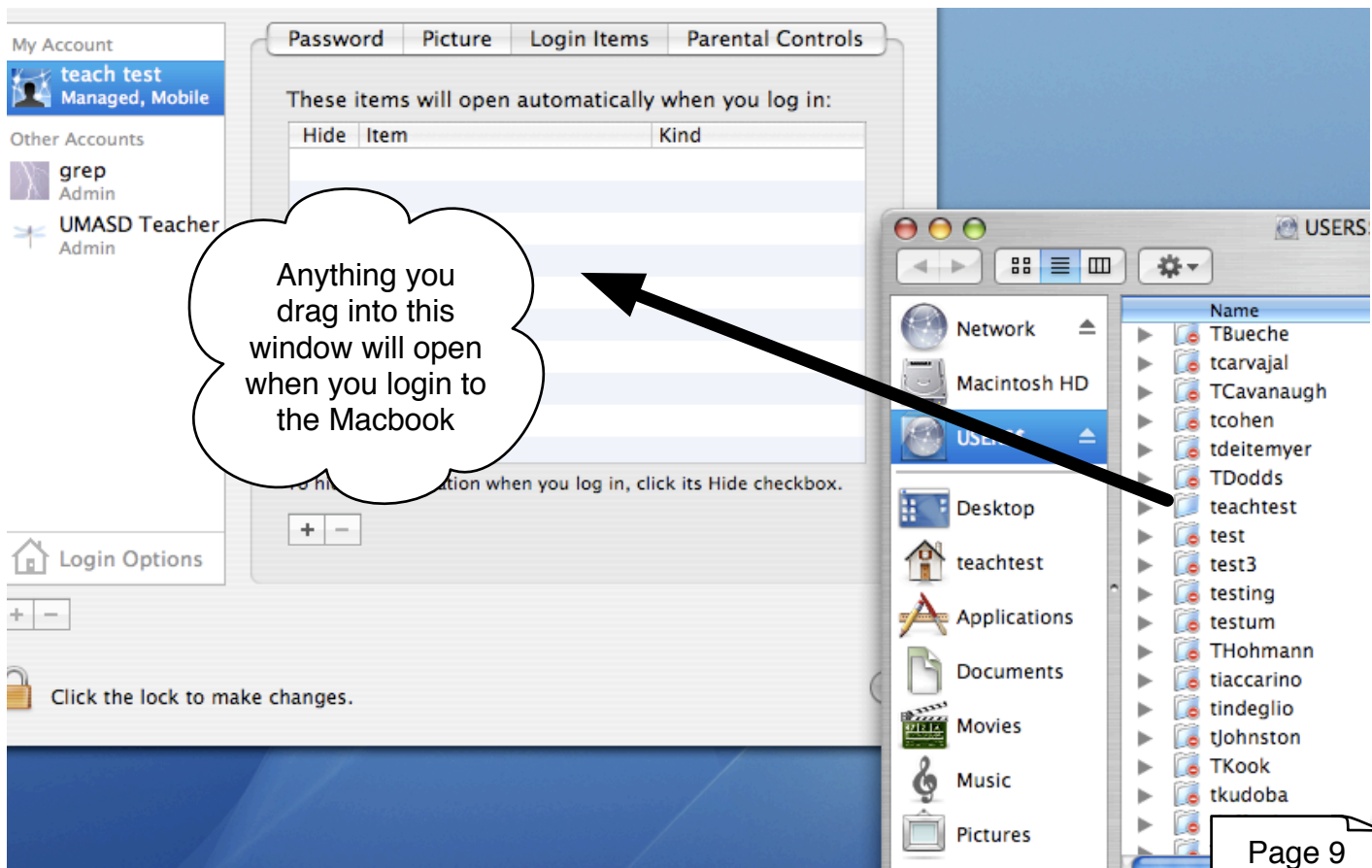
Click on
Accounts
under
System



Choose
Login
Items



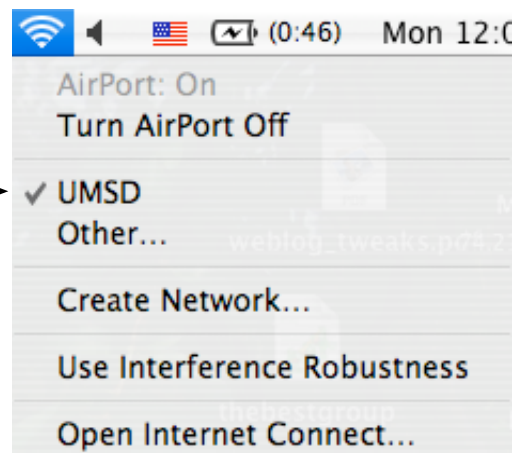
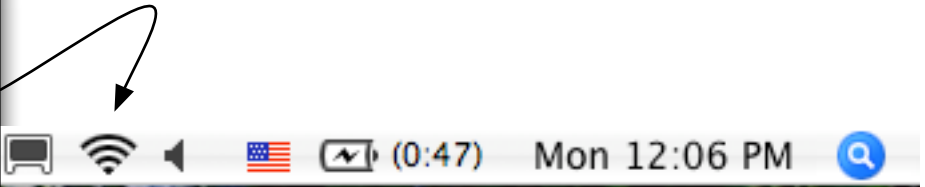
Anything you
drag into this
window will
open
when you login to
the Macbook



Connecting the Macbook to Your Home Internet

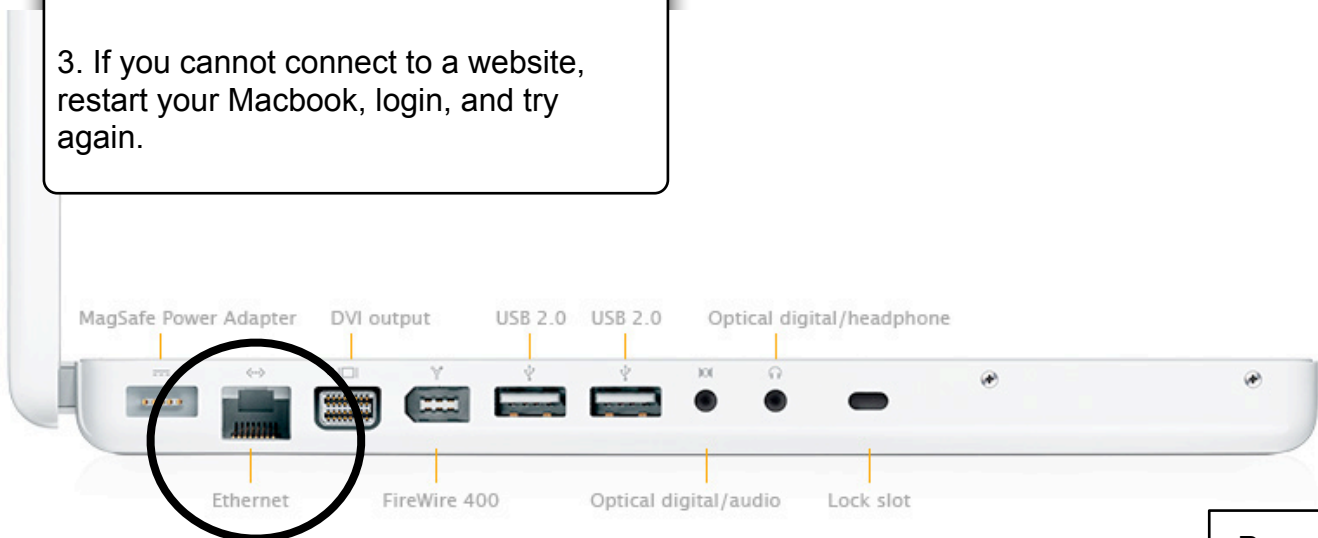
WIRELESS Home Internet Connection

1. Click on the Wireless Connection icon. (The fan)
2. Choose YOUR wireless network name.
3. Enter a password or pass key phrase if necessary.
4. Launch a web browser. (Safari, Firefox)
5. If you cannot connect, restart your Macbook and try again.

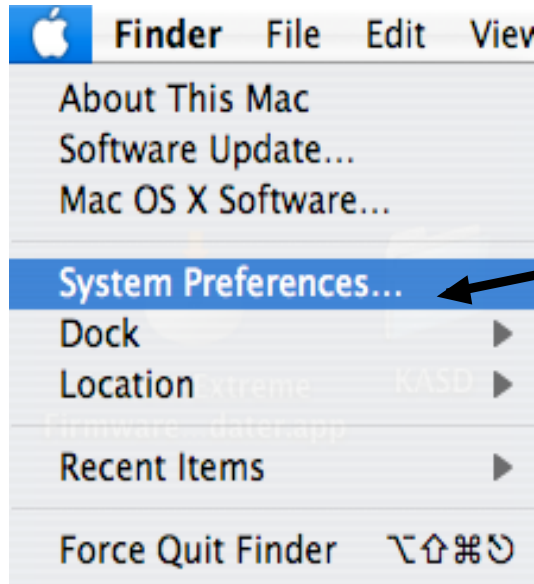


WIRED Home Internet Connections

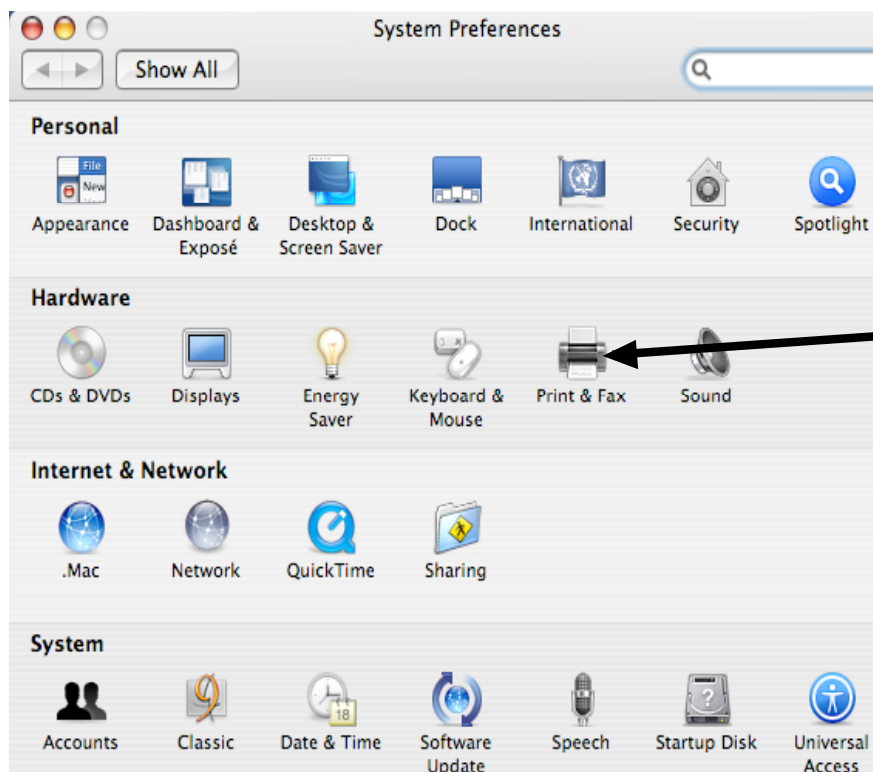
1. Connect your RJ45 ethernet patch cable to your Ethernet port. See Below.
2. Launch a web browser
3. If you cannot connect to a website, restart your Macbook, login, and try again.



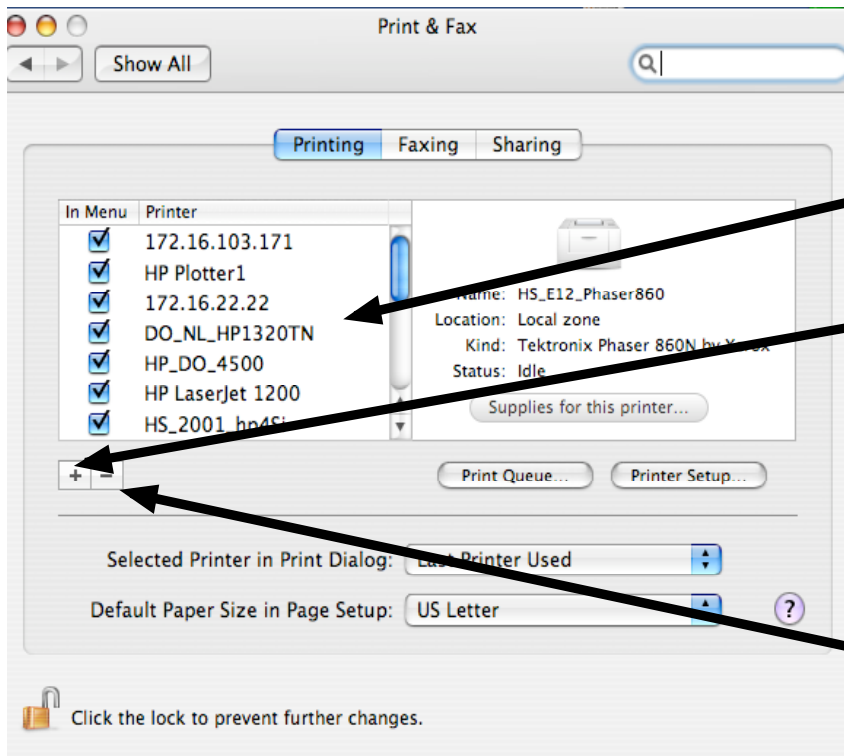
How to Print to a USB Printer, Home or School



Open System Preferences...

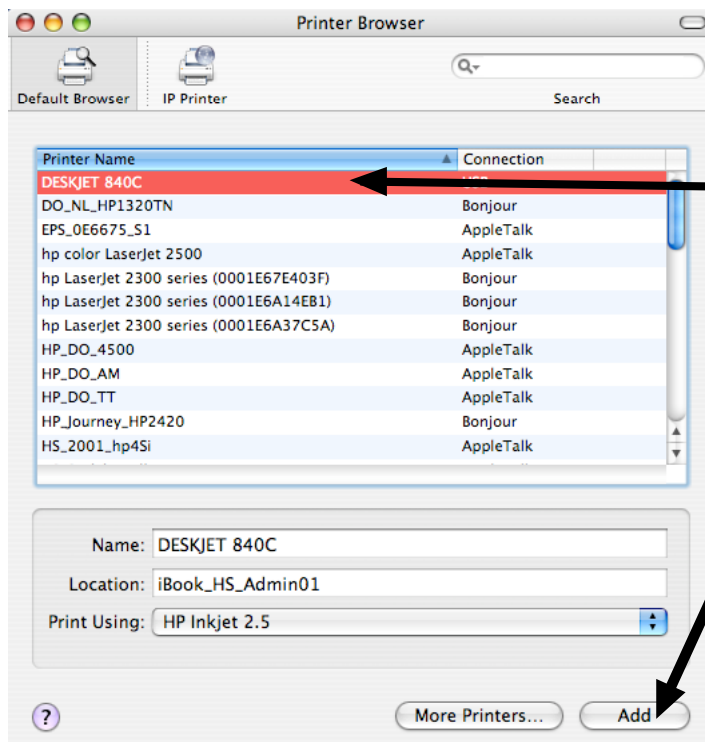


Click once on Print & Fax



This list shows you the printers that are currently on your list. To add a printer click here

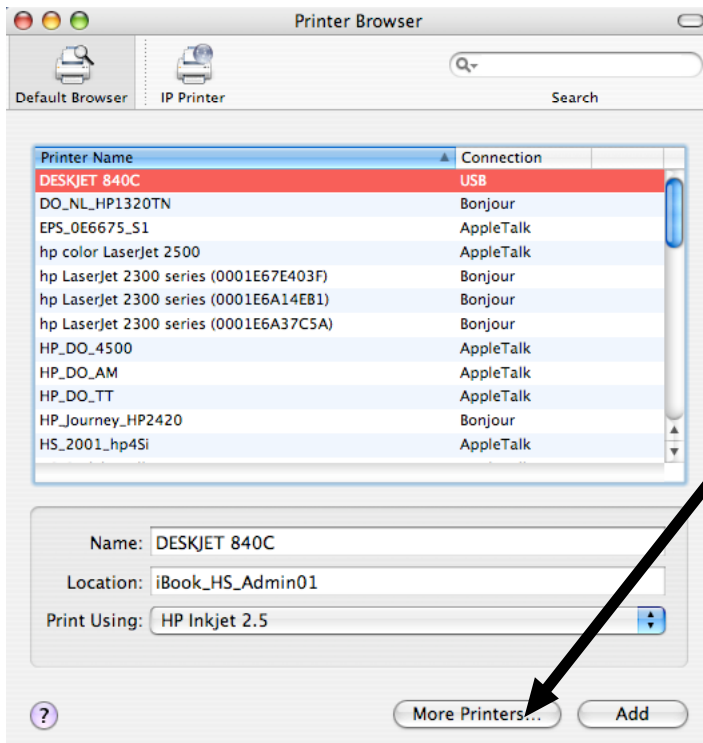
To delete a printer, select the printer on the list and click here



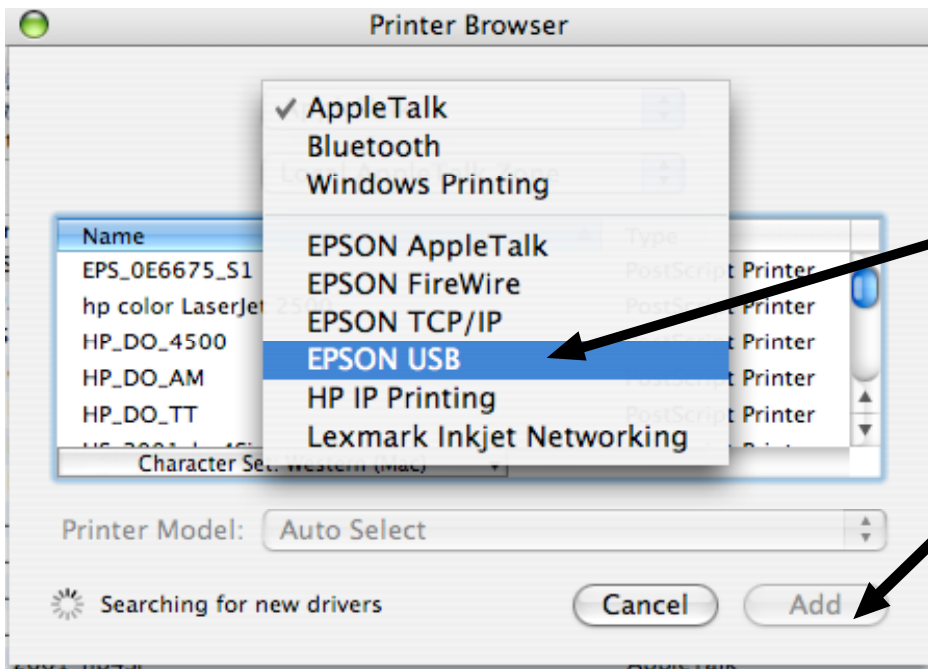
When the Printer Browser window shows up click once on the printer you want to add

Wait a few seconds and click the Add button.

Is your USB printer plugged in to your computer? Is it turned on?



If you have a printer at home or somewhere else that does not show up on the Printer Browser list click here.

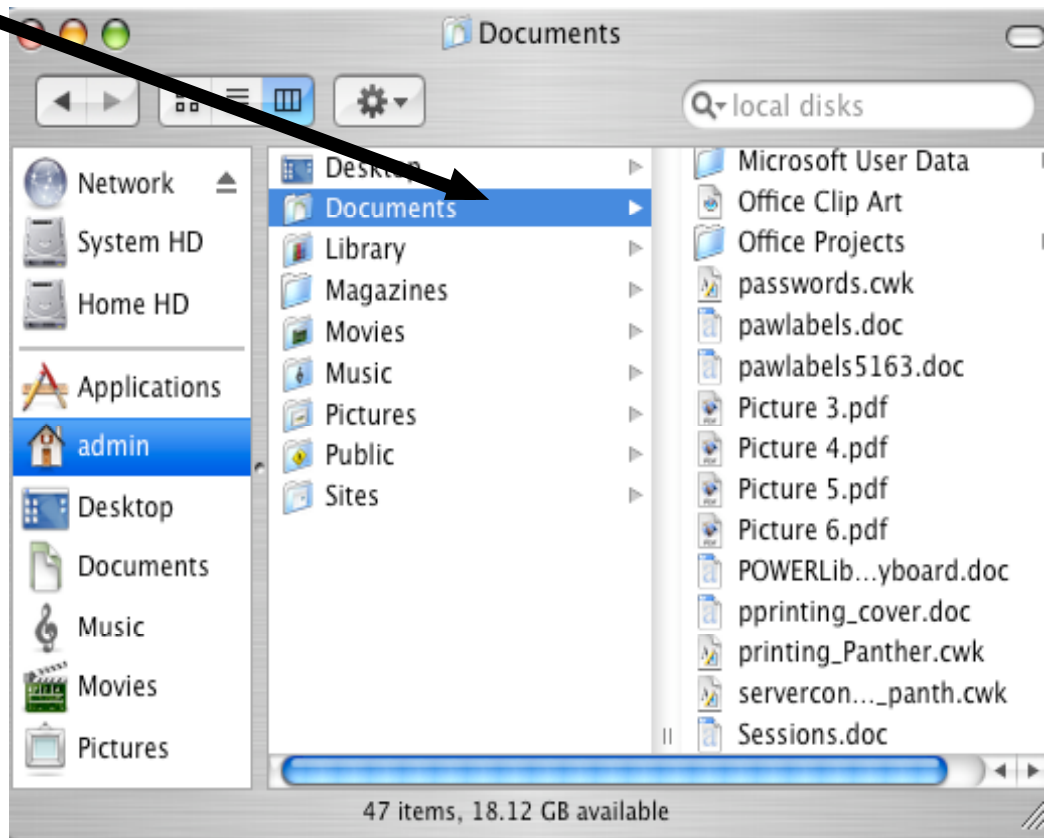


Select the type of printer and the connection. Select the printer. Click Add.

How to Create a Folder and Save a Document

1. Click once on the folder you want to create the folder in.

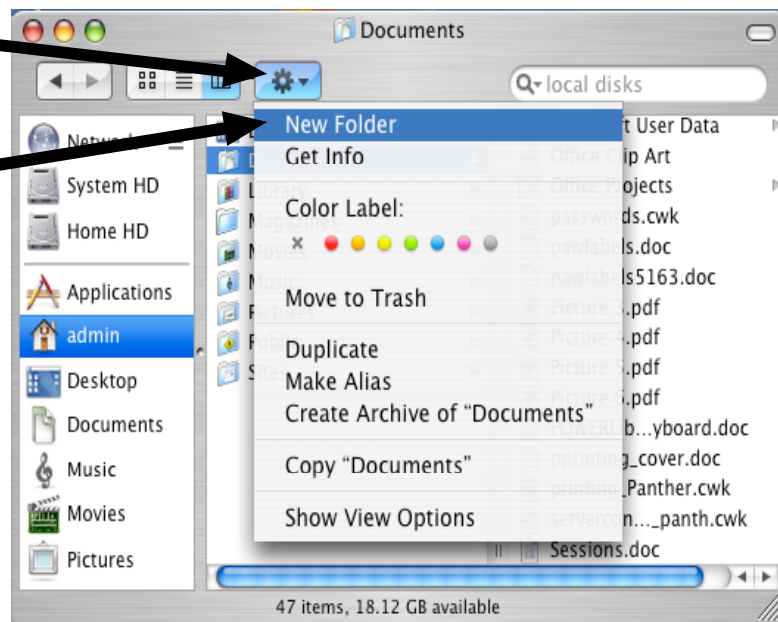
This example shows the Column view I will be creating a folder in the Documents folder.

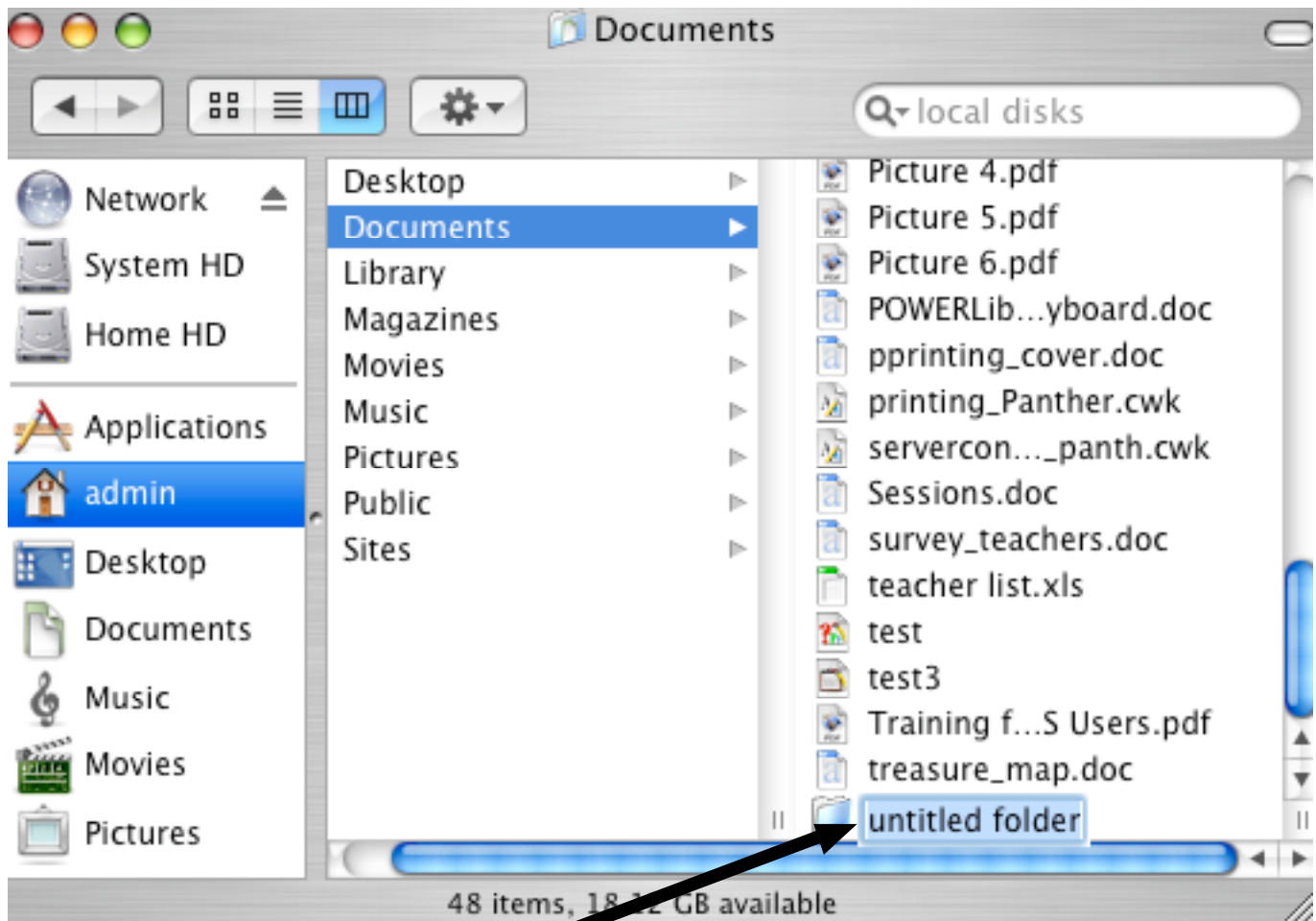


2. Click once on the "Wheel"



3. Click on New Folder





4. An Untitled Folder will appear.....Start typing the name of your new folder immediately. Press return when you are done.

I hit return where did it go????

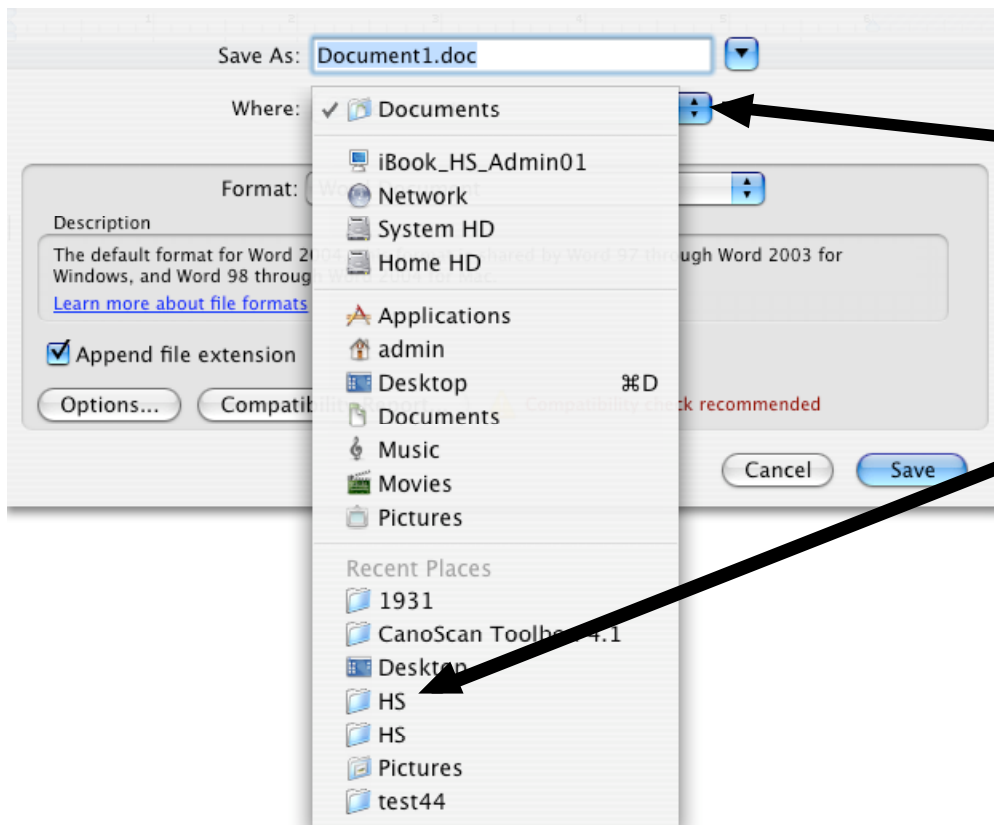
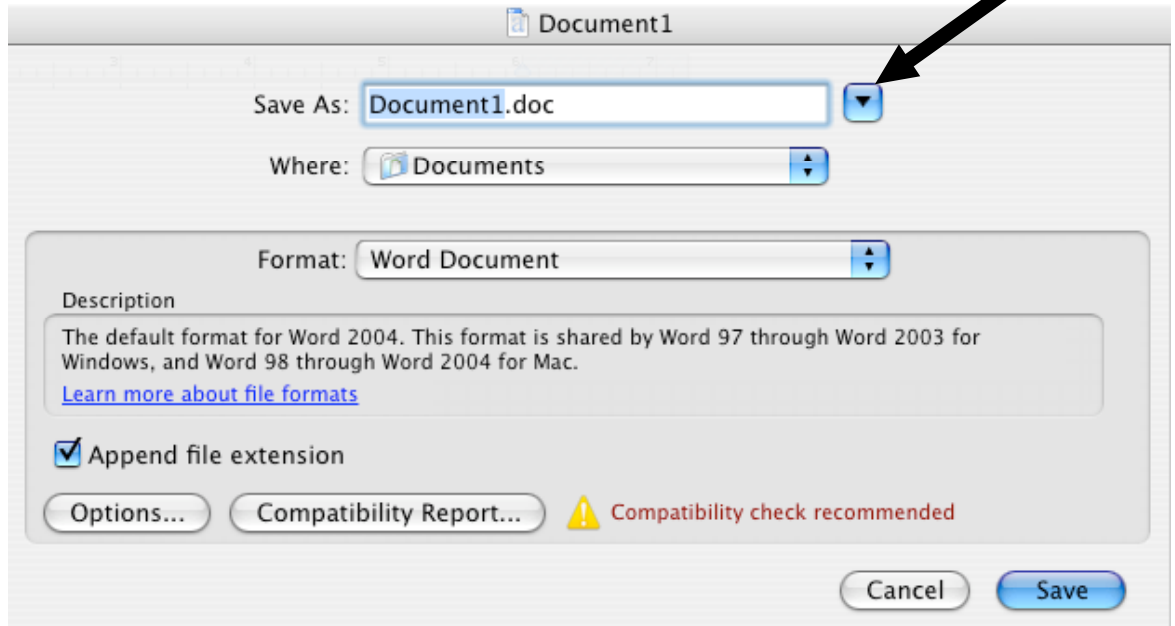
If you are in list view or column view after you hit return (enter) the folder will be found in the list alphabetically.

Saving a Document in Word

Go to File - Save As

The following page shows the simple SAVE view

Click here for the Expanded View



Click here to show a list of Folders WHERE you can save to.

Click on a Folder to select it.

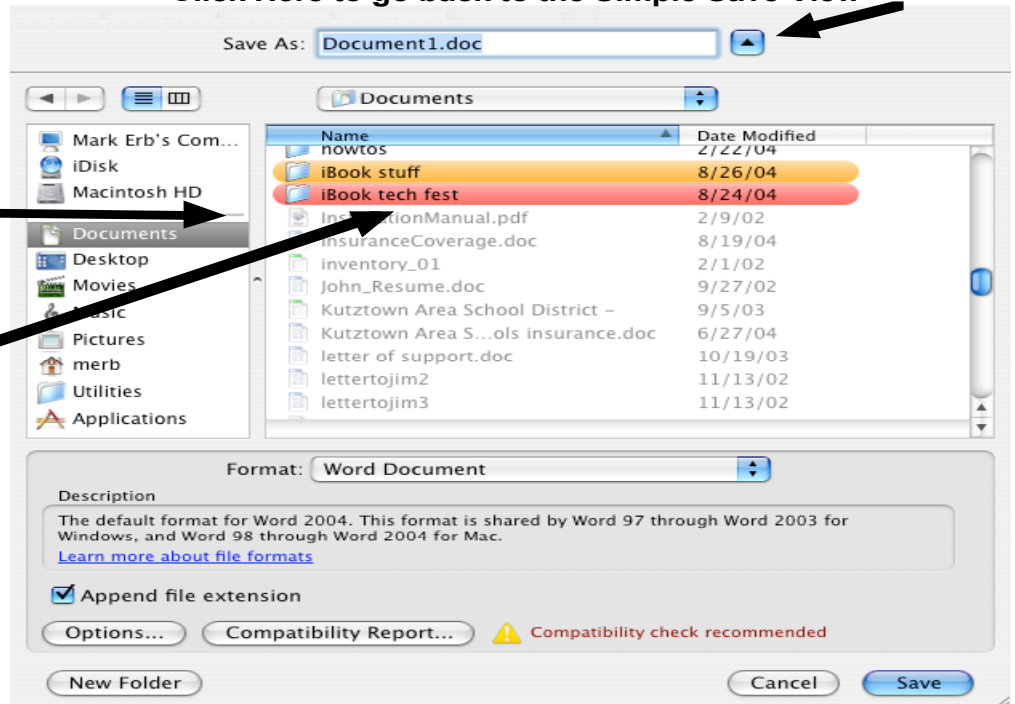
The Expanded Save View

Click Here to go back to the Simple Save View

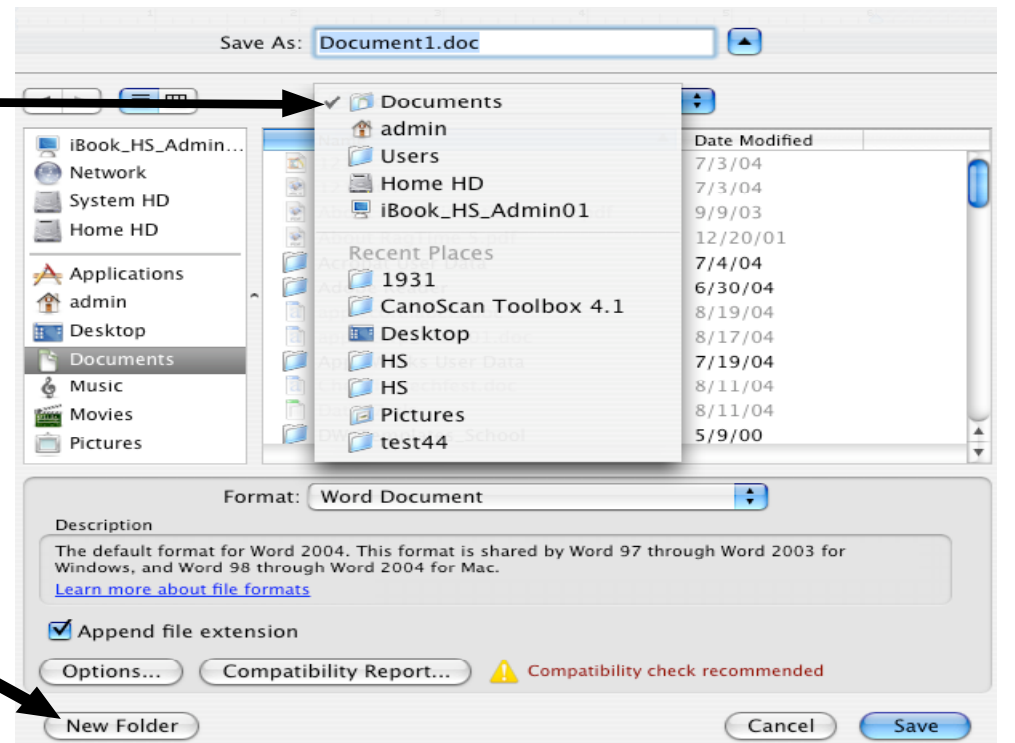
The Expanded View looks like a FINDER WINDOW.

You can **DOUBLE** click on the folder you want to save to.

You can add a New Folder by clicking here.

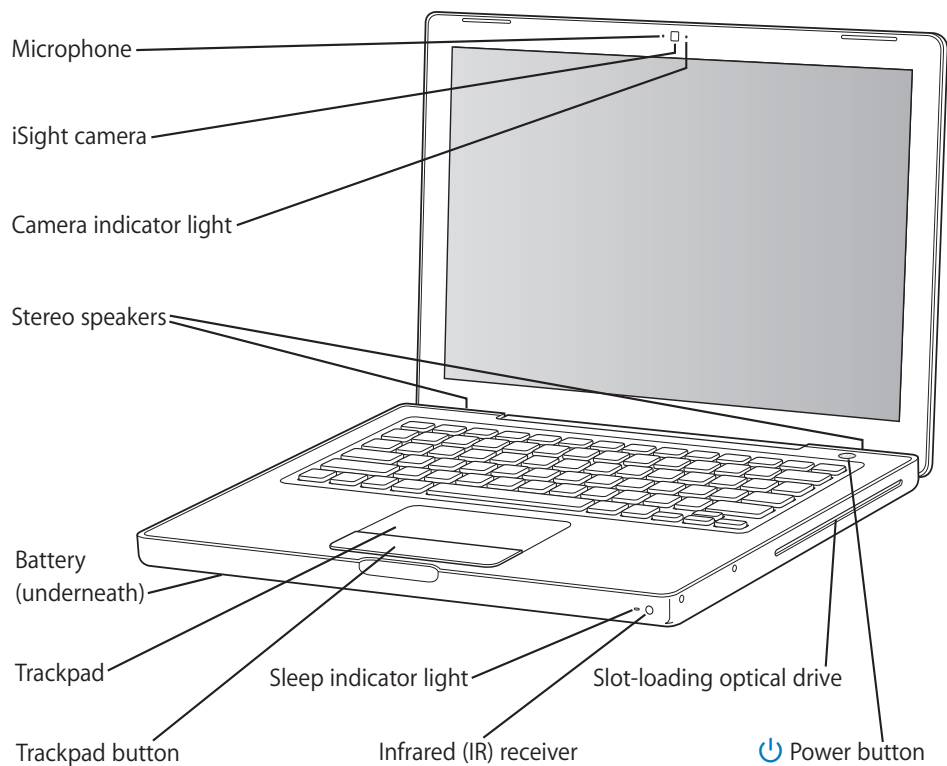


You can also click here for other folder options



You can add a New Folder by clicking here.

Basic Features of Your MacBook



Built-in microphone

Capture sounds directly with the microphone (located to the left of the iSight camera) or talk with friends live over broadband using the included iChat AV application.

Built-in iSight camera and camera indicator light

Videoconference with others using iChat AV, snap pictures with Photo Booth, or capture video with iMovie HD. The indicator light glows when the iSight camera is operating.

Built-in stereo speakers

Listen to music, movies, games, and multimedia files.

Battery

Run the MacBook using battery power when you are away from a power outlet. Removing the battery also gives you access to the memory in your MacBook.

Trackpad and trackpad button

Move the pointer with one finger on the trackpad, or scroll with two fingers. Tap the trackpad to click or double-click a selection.

Sleep indicator light

A white light pulses when the MacBook is in sleep.

Infrared (IR) receiver

Use your Apple Remote and the built-in IR receiver to control Front Row and Keynote on your MacBook from up to 30 feet away.

Slot-loading optical drive

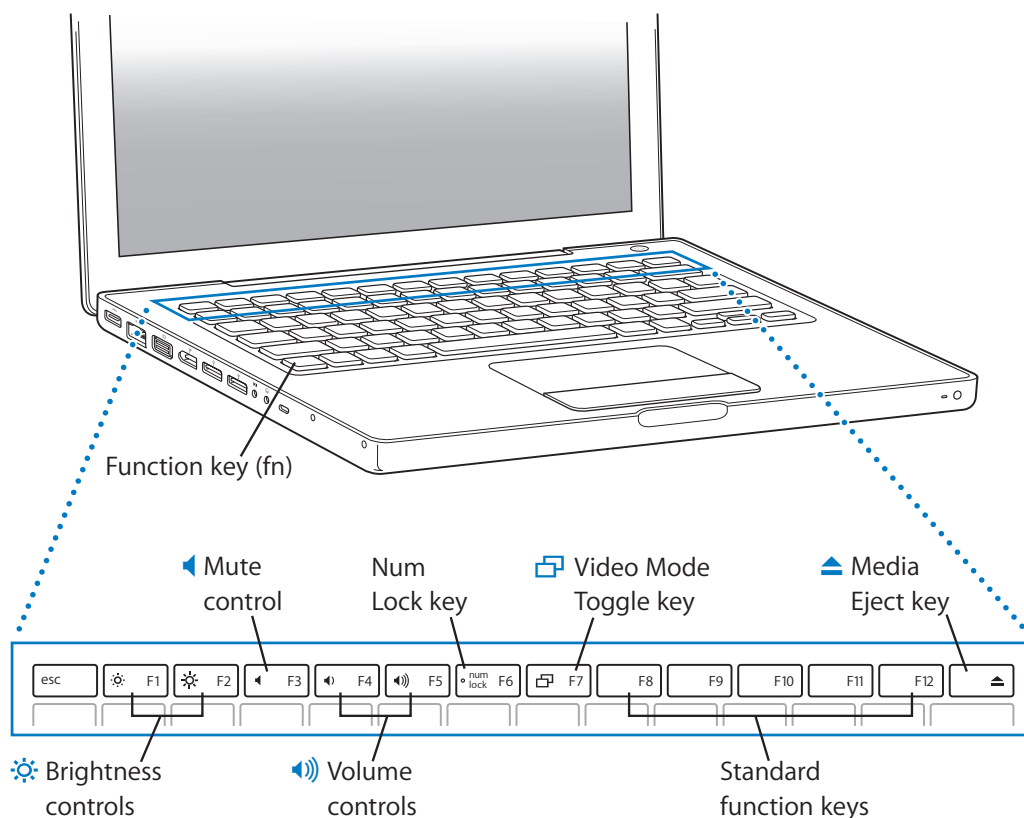
Your optical drive can read standard-size CD and DVD discs and write to CDs. If you have a SuperDrive, you can also write to DVD discs.



Power button

Turn your MacBook on or off, or put it to sleep. Press and hold to restart your MacBook during troubleshooting.

Keyboard Features of Your MacBook



Function (Fn) key

Press and hold this key to activate customized actions assigned to the function keys (F1 to F12). To learn how to customize function keys, choose Help > Mac Help from the menu bar and search for “function keys.”



F1, F2 (brightness controls)

Increase (☀️) or decrease (🌑) the brightness of your MacBook display.



F3 (mute control)

Mute the sound coming from the built-in speakers and headphone port.



F4, F5 (volume controls)

Increase (🔊) or decrease (🔇) the volume of the sound coming from the built-in speakers and headphone port.

F6 (Num Lock key)

Activate the numeric keypad integrated into the MacBook keyboard. When the numeric keypad is activated, a green light glows on the Num Lock key.



F7 (video mode toggle key)

Switch between dual-display mode (extending the desktop across the built-in display and an external display) and video-mirroring mode (presenting the same information on both displays).

F11, F12 (Exposé and Dashboard keys)

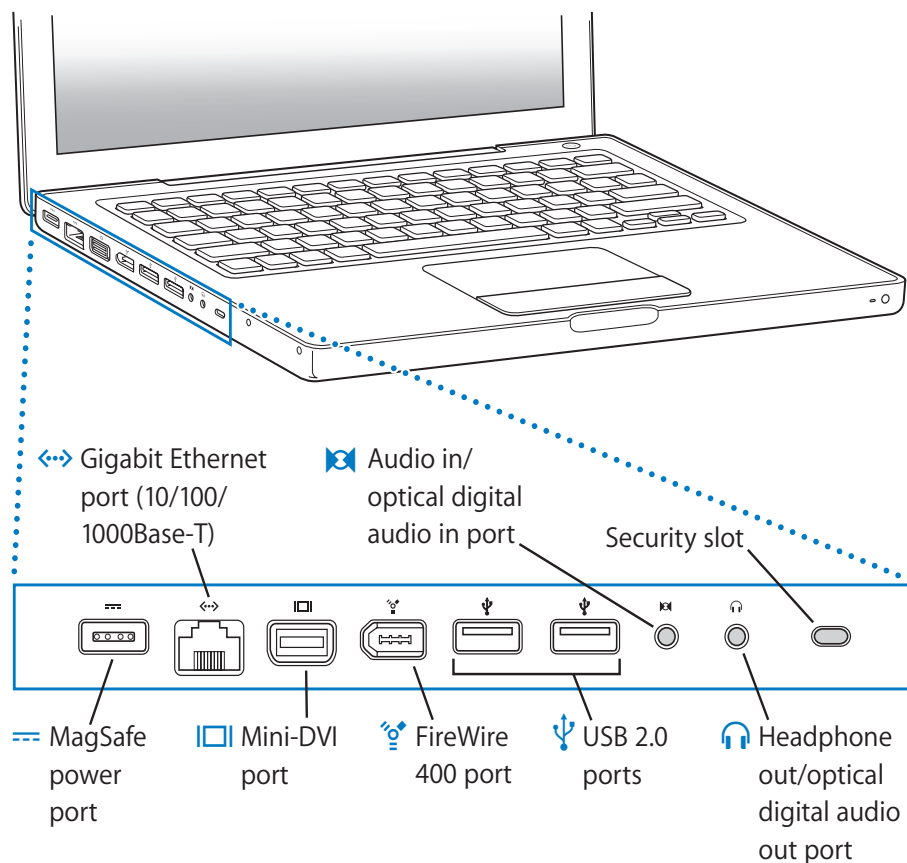
By default, F11 opens Exposé and F12 opens Dashboard.



Media Eject key

Press and hold this key to eject a disc. You can also eject a disc by dragging its desktop icon to the Trash.

Ports on Your MacBook



MagSafe power port

Plug in the included 60W MagSafe Power Adapter to recharge the MacBook battery.



Gigabit Ethernet port (10/100/1000Base-T)

Connect to a high-speed Ethernet network, a DSL or cable modem, or another computer. The Ethernet port automatically detects Ethernet devices and doesn't require an Ethernet crossover cable.



Mini-DVI (video out) port

Connect to an external display, projection device, or TV that uses a DVI, VGA, composite, or S-video connector. Depending on the type of external device you're connecting to, you can use a Mini-DVI to DVI adapter, a Mini-DVI to VGA adapter, or a Mini-DVI to Video adapter, all sold separately at www.apple.com/store.



FireWire 400 port

Connect high-speed external devices, such as digital video cameras and storage devices.



Two USB (Universal Serial Bus) 2.0 ports

Connect a modem, iPod, mouse, keyboard, printer, disk drive, digital camera, joystick, and more to your MacBook. You can also connect USB 1.1 devices.



Audio in/optical digital audio in port

Connect your MacBook to a line-level microphone or digital audio equipment.



Headphone out/optical digital audio out port

Connect external speakers, headphones, or digital audio equipment.

Security slot

Attach a lock and cable (available at www.apple.com/store) to prevent theft.

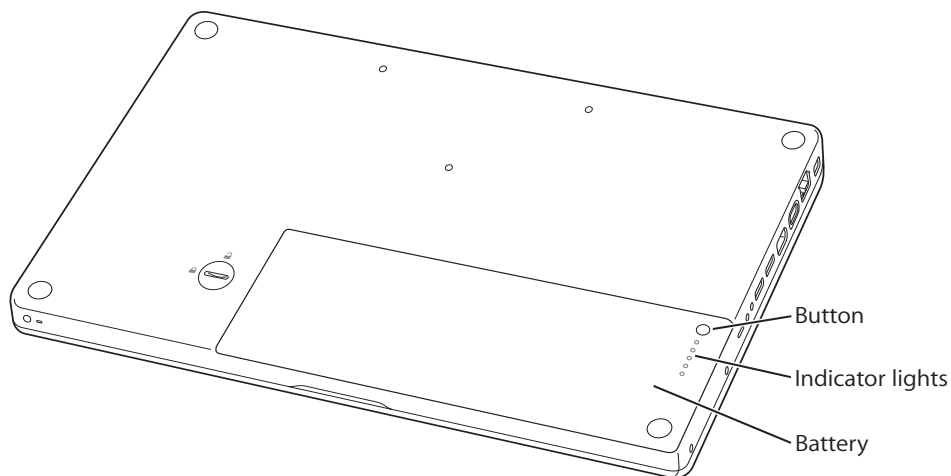
Using the MacBook Battery

When the MagSafe power adapter is not connected, your MacBook draws power from its battery. The length of time that you can run your MacBook varies, depending on the applications you use and the external devices connected to your MacBook. Turning off features such as AirPort Extreme or Bluetooth® wireless technology can help conserve battery charge.

If the battery runs low while you are working, attach your power adapter and let the battery recharge. To replace a low battery with a charged one when your computer isn't connected to a power adapter, shut down your computer.

You can determine the charge left in the battery by looking at the battery level indicator lights on the battery itself. Press the button next to the lights, and the lights glow briefly to show how much charge is left in the battery. You can check the charge with the battery in or out of the MacBook.

Important: If only one indicator light is on, very little charge is left. If no lights are on, the battery is completely drained and the MacBook won't start up unless the power adapter is connected. Plug in the power adapter to let the battery recharge, or replace the drained battery with a fully charged battery (see "Removing the Battery" on page 33).



The amount of battery charge left can also be checked by viewing the Battery (🔋) status icon in the menu bar. The battery charge level displayed is based on the amount of power left in the battery with the applications, peripheral devices, and system settings you are currently using. To conserve battery power, close applications and disconnect peripheral devices not in use, and adjust your Energy Saver settings. For more information about battery conservation and performance tips, go to www.apple.com/batteries/notebooks.html.

Charging the Battery

When the power adapter that came with your MacBook is connected, the battery recharges whether the computer is on, off, or in sleep. The battery recharges more quickly, however, when the computer is off or in sleep.

Using the optical drive The optical drive in your MacBook supports standard 12 cm (4.7 inch) discs. Irregularly shaped discs or discs smaller than 12 cm (4.7 inches) are not supported and can become lodged in the drive.

Storing your MacBook If you are going to store your MacBook for an extended period of time, keep it in a cool location (ideally, 71° F or 22° C) and discharge the battery to 50 percent. When storing your computer for longer than five months, discharge the battery to approximately 50 percent and then remove it from the MacBook. To maintain the capacity of the battery, recharge the battery to 50 percent every six months or so.

Cleaning your MacBook When cleaning the outside of your computer and its components, first shut down your MacBook, unplug the power adapter, and remove the battery. Then use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Do not use aerosol sprays, solvents, or abrasives that might damage the finish.

Cleaning your MacBook display To clean your MacBook screen, first shut down your MacBook, unplug the power adapter, and remove the battery. Then dampen a clean, soft, lint-free cloth or paper with water only and wipe the screen. Do not spray liquid directly on the screen.